_____ Dispatch Center
Intelligence Section Operating Plan

Mission

The Intelligence Section of the _____Center serves as the focal point for the acquisition, interpretation and proper dissemination of Intelligence information related to initial attack and large incident activity, resource status, and environmental conditions/outlook.

Customers

Intelligence products may be sent to any or all of the following customers of the Center. (See Quick Reference List for time frames and methods of distribution.)

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Local Fire Managers and/or MAC Group members include:

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Our Geographic Area Coordination Center (GACC) is_____
____,
located in _____. Numbers and E-Mail addresses for the GACC are:

> Phone number for Intelligence Section _____.
> Fax number _____.
> E-Mail address _____.

Staffing and Organization

Staffing up to meet increased Intelligence needs is based primarily off of the number of large incidents being managed by the center, volume of continuing initial attack activity, information demands, and the size and complexity of the incidents. Depending on complexity/workload, the Intelligence section will be staffed according to the criteria suggested below:

01-01- -HO

PL	# of Large Fires	Staffing	Shifts
1-3	1-3	1 INTS (Intelligence Spec.)	1030-2300
1-3	4-7	1 INTS (Intelligence Spec.) 1 INTS(T)	1130-2400 0600-1830
4-5	1-3	1 INTS (Intelligence Spec.) 1 INTS(T)	1030-2300 2000-0830
4-5	4-7	1 INTS (Intelligence Spec.) 1 INTS(T) 1 INTS(T)	1030-2300 0600-1830 1800-0630

The Intelligence Section generally reports directly to the Center Manager/Coordinator.

Position Responsibilities

Center Manager/Coordinator

1.   Adjust staffing to meet the Intelligence needs of the agencies represented by the dispatch center, GACC, and NICC.

2.   Coordinate between local MAC Group Coordinator (if activated) and Intelligence Section on information needs.

3.   Supervise Intelligence Section and complete performance evaluations.

INTS (Intelligence Specialist)

1.   Function as Intelligence Section team leader, coordinating the distribution of work among section personnel.

2.   Ensure that reporting requirements to local MAC group/agency managers and GACC are met in a timely and accurate manner, according to instructions in the National and Geographic Area Mobilization Guides.

3.   Ensure that Intelligence products are received by all addressees.

4.   Develop working agreements with Incident Commanders or Planning Section Chief(s) on procedures, time frames, information requirements/flow, etc. Arrange to obtain copies of Incident Action Plans, updated WFSAs, maps, etc. If possible, arrange for phone briefings twice a day on the incident situation.

5.   Maintain proactive coordination/communication with the other desk functions within the dispatch center/GACC. Develop a working relationship with incident(s) and GACC on procedures and time frames for exchanging information. (See

Quick Reference list for products and distribution requirements.) When delegated responsibility for preparation of the Interagency Situation Report, arrange to obtain intelligence information on initial attack activity and I.A. resources committed/available.

6. Arrange for submission of ICS-209s, review them for accuracy, and clear with the Center Manager/Coordinator before forwarding to the GACC.

7. Monitor weather patterns, forecasts, and indices. Maintain liaison with the Fire Weather or Incident Meteorologist. Bring any potentially significant weather situations to the attention of the Center Manager/Coordinator.

8. Brief the Center Manager/Coordinator and GACC Intelligence Coordinator/ Section with updated incident information, critical resource needs, etc., as appropriate.

9. Coordinate with the Center Manager and Agency/Incident Fire Information Officer(s) to assure that information flows between the Intelligence and Fire Information functions and that consistency of data is maintained. Forward news releases, etc. to the GACC as received.

10. Maintain local status boards, displays and files with appropriate information for each incident (WFSAs, maps, Incident Action Plans, ICS-209s, NICC, GACC and local Situation Reports, weather forecasts, etc.).

11. Prepare additional intelligence materials as requested by the Center Manager/ Coordinator.

12. To further relieve the Initial Attack Dispatch workload, the additional items marked below will also be completed by the Intelligence Section:

Action	Responsibility	
	I.A.	Intelligence
Retrieve and distribute NICC and GACC situation reports, briefing materials, etc.		
Retrieve and distribute narrative weather forecasts.		
Submit requests for Spot Weather Forecasts to National Weather Service as received from incident(s). Retrieve and distribute when completed.		
Enter observed weather data and retrieve/ distribute fire weather indices.		

Action	Responsibility	
	I.A.	Intelligence
Prepare and distribute the Interagency Situation Report.		
Prepare and submit Incident Priorities (at PL IV and above).		

Product Formats and Time Frames

Refer to the Intelligence Quick Reference list (Attachment ___) for reporting requirements, time frames, and distribution points. More specific instructions on completing the various reports are covered in the Intelligence SOP, located _____ _____.

Minimum Intelligence requirements outlined in the National and Geographic Area Mobilization Guides include (time frames given are for receipt at the GACC):

Product	**Timeframe**
Interagency Situation Report	_____
ICS-209s	_____
Incident Priorities (PLs IV & V)	_____

Local Intelligence requirements include the following items:

Product	**Timeframe**
_____	_____
_____	_____
_____	_____
_____	_____

Reference Materials/Supplies

1. The Intelligence function has been set up with a computer terminal. User/reference guides are located _____.

2. Copies of the current National and Geographic Area Mobilization Guides are located _____ .

3. A copy of the current Media/Public Affairs Plan is located _____

_____ .

4. An atlas and/or set of agencies' maps is located _____

_____ .

5. A white board has been set up for use in tracking incident status information, which should include the following headings: Incident Name/Number, Location, Acreage, Total # of Personnel, Threats/Control Problems, % Ctn., Est. Ctn. (date & time), Est. Ctrl (date & time).

6. A status board has been set up _____ for posting Situation Reports, Incident Action Plans, weather forecasts, etc.

7. A box, located _____ has been set up with the following supplies:

   Pens/pencils/markers - including roller balls, ball points, and white board markers (blue, red, black and green), highlighters and mechanical pencils.

   Paper - lined paper tablets and computer printer paper.

   Scissors, paper clips, stapler, staple puller, scotch tape and push pins.

   Computer diskettes - blank, formatted computer diskettes (2-3 each) and diskettes with blank copies of forms (ICS-209, etc.).

   Extra blank file folders.

   White-out and tape-flags (various colors).

   Pre-labeled folders containing blank (paper) copies of Intelligence forms.

8. A box has also been set up with pre-labeled folders for use in filing all Intelligence products designated for retention (see the Quick Reference List). Items will be filed in chronological order, with the most recent copy at the front.